

**ADMINISTRATIVE - INTERNAL USE ONLY**

D / FBIS Chunks

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FBIS TCN Housing Policy

STAT

FROM:

Chief, FBIS Admin Staff  
203 Key Building

EXTENSION

NO.

FBIS-1378/84

DATE

2 April 1985

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director, Foreign Broadcast Information Service	<i>[Signature]</i>	<i>[Signature]</i>	
2. 1013 Key Building			
3. Special Support Assistant to the DDA			
4. 7D18 Headquarters			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12. Chief, Admin Staff, FBIS 203 Key Building			
13.			
14.			
15.			

1. For approval.

3. For concurrence.

FORM  
I-79**610** USE PREVIOUS  
EDITIONS**ADMINISTRATIVE - INTERNAL USE ONLY**

GPO : 1983 O - 411-632

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FBIS-1378/85  
2 April 1985

MEMORANDUM FOR: Special Support Assistant to the DDA

THROUGH: Director, Foreign Broadcast Information Service

FROM:

Chief, Administrative Staff, FBIS

STAT

SUBJECT: FBIS TCN Housing Policy

REFERENCE: A. HR 20-2B(1)(d)

B. Memo for D/Pers fm DDS&T, dtd 10 Mar 78,  
Subj: Administrative Authorities of  
Director, FBIS

1. Reference A provides that FBIS alien employees may be authorized benefits and privileges similar to those granted to staff personnel. Reference B refines that to delegate to the Director, FBIS certain Administrative Authorities in connection with FBIS alien employees. Housing is one of those benefits. In the past Third Country Nationals (TCNs) assigned to some FBIS bureaus have received quarters allowances while at other bureaus the TCNs have been provided Government-owned or leased quarters. It is FBIS policy to provide housing either through allowances or quarters to third country national hires.

2. From time to time it was noticed that the quarters allowances applicable at those bureau locations where the TCNs were receiving the allowance have not kept pace with the rising inflation of the area. We believe the reason for this is that the post itself is a "Government-provided quarters post" for foreign service staff personnel and other U.S. Government agencies' staff employees. Consequently, there has been little incentive by the Department of State Allowances Committee to seriously consider the adequacy of the quarters allowance structure for this type of post. As an example, in 1983 the quarters allowances for the Manama, Bahrain area were applicable only to the FBIS TCNs and the DOD American teachers at the DOD school. During the most recent review of the adequacy of the Bangkok quarters allowances by the State Allowance Committee, the annual quarters allowance forms 1190 to be reviewed were from the FBIS TCNs, the Peace Corps, and the JUSMAG group. In each instance, FBIS made the decision to change the policy for TCNs at each of those posts from quarters allowance to Government-provided quarters when the allowances continued to be unrepresentative of current housing costs.

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SUBJECT: FBIS TCN Housing Policy

3. The purpose of this memorandum is to notify you that it will be the policy of FBIS to change the quarters procedure at any FBIS bureau from quarters allowances to Government-provided quarters when it becomes obvious that allowances are insufficient for that post and the policy of the post itself is to provide Government-owned or leased quarters for American Staff Personnel. It will be delegated to the bureau chief to monitor the adequacy of housing occupied by the TCNs to ensure that it is adequate and comfortable for the size and makeup of the TCN's family. Since FBIS reimburses the Department of State for all allowances paid to or on behalf of the FBIS TCNs we would continue to have the TCNs draw their quarters allowance through the mechanism of the biweekly payroll procedure. It is understood that in the final analysis the TCN is not receiving a quarters allowance per se but is being provided funds biweekly to pay for the continuing costs of housing and utility expenses. Rather than establish an alternate method of funding, it is our opinion that the biweekly funding using the quarters allowance procedure is not an allowance but is an efficient and satisfactory method of enabling the TCN to receive a continuous flow of funds necessary to pay for recurring housing costs. Reconciliation of annual costs and funds received would be accomplished by the bureau chief. Reimbursement to the Department for funds provided the TCNs will continue to be reimbursed at the Washington Headquarters level.

4. Your signature below will indicate that the above quoted policy is equitable and in concurrence with Agency and the Director, FBIS' authorities.



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APPROVED:



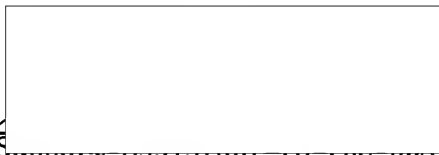
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4 APR 1985

Director, Foreign Broadcast Information Service

Date

CONCUR:



STAT

Special Support Assistant to the Director

Date

5 Apr 85

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OGC 78-1585

78.918 3-15-78

DD/S&T# 308-78/3

10 March 1978

MEMORANDUM FOR: Director of Personnel  
THROUGH : Deputy Director for Science and Technology  
SUBJECT : Administrative Authorities of Director, FBIS

1. This memorandum contains in paragraph 7 a request for your approval/concurrence.

2. A memorandum from the Office of General Counsel dated 5 January advised the Director, FBIS that with the exception of wage administration, he "does not appear to have sufficient legal authority at the present time to generally proceed independently of CIA channels and procedures" with respect to the administration of FBIS alien employees.

3. The OGC memorandum recommends that steps be taken to secure for the Director, FBIS "new delegations or independent authority by regulation" in this area. In a memorandum dated 16 February 1978 from [redacted] of your Office and in a subsequent meeting between OP and FBIS representatives it has been determined that authorities which may be delegated in connection with the FBIS alien employees, include:

- a. Appointment.
- b. Termination during the first year of the three year trial period.
- c. Reassignments, transfers, resignations, retirements under local country plans.
- d. Application and administration of Foreign Service Local (FSL) wage scale and severance pay plans.

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- e. Downgradings resulting from administration action, e.g., position restructuring.
- f. Approval for emergency visitation travel.
- g. Disciplinary actions as published in the FBIS Handbook.
- h. Promotions, PSIs and QSIs.

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4. In keeping with the [ ] memorandum, FBIS will establish policies and procedures affecting promotions, PSIs, QSIs, and disciplinary actions of alien employees for Office of Personnel review and concurrence prior to their publication and implementation. Pending the establishment and publication of such policies and procedures, FBIS will coordinate all these personnel actions on alien employees with the Office of Personnel prior to implementation.

5. It is understood that there is no requirement to delegate the authority to administer the differentials, quarters and education allowance, including educational travel, provided they are administered within the provisions of Standardized Regulations (Government Civilians, Foreign Areas). Separate Maintenance (SMA) and certain other special allowances will continue to require the approval of the Director of Personnel.

6. The establishment and administration of the FBIS Honor and Merit Awards Program will be addressed in a separate paper.

7. I request that you delegate authority to the Director, FBIS to implement in accordance with existing regulations the actions listed in paragraph 3 for FBIS alien employees, and that you concur in the procedures outlined in paragraphs 4 and 5. The delegated authorities will be exercised by the Deputy Director/FBIS only in the absence of the Director/FBIS.

8. I would appreciate your prompt consideration and action on this request.

[ ]  
Director  
Foreign Broadcast Information Service

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**SUBJECT: Administrative Authorities of Director, FBIS**

**Attachment:**

[Redacted]

Sandman memo dtd 16 February 1978.

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**CONCUR:**

[Redacted]

STAT

Deputy Director for Science and Technology

13 MAR 1978

Date

[Redacted]

STAT

for General Counsel

24 Mar 78

Date

**APPROVED:**

[Redacted]

Director of Personnel

12 April 78

Date

STAT

**Distribution:**

Orig. - D/Pers, return to D/FBIS

1 - D/Pers

1 - DD/S&T

1 - General Counsel

3 - Retained in FBIS

(2 Mar 78)

\*Subject to OGC review of  
requirement for U.S. citizenship.

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